

**CONNECTICUT FISHING & OUTDOOR SHOW**  
**March 24-26, 2023**  
**Mohegan Sun Earth Expo & Convention Center**

Dear Exhibitor:

We welcome you as an exhibitor to the 3<sup>rd</sup> Annual Fishing & Outdoor Show to be held at the **Mohegan Sun Earth Expo & Convention Center**, March 24-26, 2023. Attached is your exhibitor manual detailing move-in and move-out dates, show hours, directions plus any other important information needed for exhibiting. **YOUR SPECIFIC MOVE-IN time will be emailed seperately on Monday, March 6<sup>th</sup>, along with map and directions.**

Below is a checklist for your convenience. It is designed to make exhibiting easier for you:

Please return name badge form today to North East Expos, Inc. new this year, we will be issuing a plastic wrist band for entrance. If you have volunteers or staff that will be coming in shifts, please contact the office for futher details.

Please order electrical outlets, tables, chairs, stools, etc. from show decorator. Return enclosed order forms to Demers Expo Services today. **Late orders are double the price.**

Please contact insurance agency for certificate of insurance. Please see enclosed certificate sample and contact your agency immediately. Certificate must read exactly as sample and returned to North East Expos a minimum of ten (10) days prior to move-in day.

If you need further assistance or information please feel free to call or email me anytime. I look forward to working with you at the show.

Regards,

*Kristie Gonsalves*

President of North East Expos, Inc.

### **ALCOHOLIC BEVERAGES:**

Exhibitors or the public cannot bring alcoholic beverages into the building at any time. The Mohegan Sun Earth Expo & Convention Center is the exclusive provider of all food and beverage services within the Center. Food and beverage from the outside will not be permitted inside the facility.

### **BALLOONS:**

Helium balloons are not permitted to be given away or for display. Balloons filled with compressed air may be used for display only.

### **CLEANING:**

The janitors are responsible for cleaning the aisles only. You should clean your booth and put the debris in the aisle nightly after closing. Cleaning for your booth can be arranged through the building. It is helpful to breakdown any boxes.

### **EXHIBITOR PARKING:**

The exhibitor parking is free. Once the show is open to the public, the loading dock doors will be locked so if you need to access your vehicle during show hours, please park in the front of the facility, not the loading dock area.

### **FIRE REGULATIONS:**

Gasoline, fuel oil, propane tanks or any other flammable material or gasses **MAY NOT BE** stored in the exhibit hall. Any use of the above for demonstration and/or operation of an exhibitor's booth must be approved in writing by show management and the State Fire Marshal prior to the show. Rugs, curtains, crepe paper, etc. must be fire retardant. Two hours prior to the opening of the show it will be inspected by the Fire Marshal.

### **SALES TAX:**

All vendors selling products on a cash and carry basis must have a valid Connecticut sales tax number and certificate on display at the show. For further information, please contact the Connecticut State Tax Department at [www.ct.gov/drs](http://www.ct.gov/drs).

### **SHOW OFFICE:**

The show office will be located at the loading dock entrance during move in. You will be able to pick up your wrist band and other relevant information. Please check in first upon your arrival to receive your exhibitor credentials and booth location. Electrical service and the decorator will have a representative near the loading dock area to answer any questions as well. During the show hours, the show office will be located with the ticket sales/will call area at the main entrance of the show.

### **SIGNS & MATERIAL HANGING:**

Taping of signs on walls and columns or hanging any materials, signs, etc. from ceiling is not allowed at the Expo Center. If you are using carpet in your booth, carpet tape must be used. Duck tape and other adhesives are not easily removed from the show floor and may result in a cleaning charge.

### **SNOW:**

You must clean off snow and ice to eliminate drippings before entering the exhibition hall. Snow creates footing problems and our personnel will not allow any vehicles or equipment into the building unless they are reasonably free of snow.

**STAFFING OF EXHIBITS DURING SHOW HOURS:**

Exhibit staff with show identification will be allowed to enter facility one hour earlier than published show hours and allowed to remain one half hour after closing in order to tidy up booth area. The exhibitor entrance and exhibitor badges will be located at the exhibitor door at the main entrance. Saturday & Sunday, access to the show floor will be via the main entrance only. For safety and security reasons, you will not be able to access the show floor through the loading dock unless arrangements have been made with management.

**EXHIBITOR ADULT DISCOUNT TICKETS**

Exhibitors may purchase exhibitor discount tickets in advance or at the show office until 12 Noon Sunday, March 27, 2022. These tickets can be used by family, friends or customers that wish to visit the show. Tickets must be surrendered at the door and are good for admitting one adult.

Orders received by March 15, 2023, will be returned to you by mail. Orders received after the 15<sup>th</sup> can be left at will call or picked up at the show office on the first day of move-in.

Ticket purchases at show must be paid for in cash. Checks will not be accepted at the show and we do not accept credit cards on show location. Please use order form below.

**No refunds or exchanges for tickets purchased...no exceptions.**

(Please cut here and return bottom portion with payment)

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**ORDER FORM FOR DISCOUNT TICKETS**

Number of discount tickets \_\_\_\_\_ X \$ 8.00 each = Total \$ \_\_\_\_\_

\*Tickets ordered via credit card will be charged a 20% service charge per ticket.

**No refunds or exchanges for tickets purchased...no exceptions.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of person ordering tickets: \_\_\_\_\_ Phone: \_\_\_\_\_

Please return form and payment to:

North East Expos, Inc.  
175 Case Street  
Canton, CT 06019